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ABSTRACT

Included in this faculty handbook of Wheaton College, Illinois, are outlines of faculty organization (academic and legislative), faculty responsibilities (including code of ethics), personnel policies, and the purposes of the college. (JT)

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Wheaton College
Faculty Handbook

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WHEATON COLLEGE
Wheaton, Illinois 60187 • *Since 1860 "For Christ and His Kingdom"*

OFFICE OF THE PRESIDENT • 312-682-5002

May, 1973

Dear Colleague:

My association with the Wheaton faculty has been a rewarding experience. The faithfulness and devotion of those of you who have given your lives to teaching here at Wheaton have been an inspiration to me. It is evident that in succeeding generations of students there is an eloquent witness to the splendid investment you have made in their lives. I know it must be a source of satisfaction to you to observe many of your former students now involved in useful and productive careers for the glory of the Lord.

The addition of new faculty brings to our fellowship an important dimension of insight and enthusiasm. To those of you who are joining us, I extend a cordial word of welcome. Please be assured that I value very much indeed the contribution that you will be making to the program of the College and am grateful that the Lord has led you into this ministry with us.

What is contained in this handbook has been accumulated specifically to assist you in doing a better job as a member of the faculty. Please give careful attention to the contents. Be sure to let us know if there are items that require clarification or matters that have been omitted.

We welcome your active participation in this strategic ministry of Christian higher education.

Sincerely in Christ,

Hudson T. Armerding
HUDSON T. ARMERDING
President

PREFACE

The complexities of a modern college and the need for doing things decently and in order, require a Faculty Handbook or its equivalent.

A careful study of these pages will provide the answers to many of the questions raised by newly appointed faculty members. This Handbook will also serve the whole faculty as a source of reference and a reminder of those requirements and procedures which need to be observed if the institution is to operate smoothly.

The loose leaf arrangement and the dating of each page have been adopted to facilitate a regular updating. Faculty members are invited to share in this process by contributing suggestions for future changes and improvements.

Donald R. Mitchell

Donald R. Mitchell
Vice President for Academic Affairs

Faculty Handbook:

Organized 1946

Ninth Revision 1973

II. FACULTY ORGANIZATION

A. Faculty Organization - Academic

The academic departments at Wheaton are grouped into four divisions plus a Conservatory of Music and a Graduate School.

BIBLICAL STUDIES

Biblical, Religious, and Archaeological Studies
Christian Education
Graduate Bible

HUMANITIES

English
Foreign Language
Art
Philosophy
Speech

SOCIAL SCIENCE

History and Political Science
Economics
Sociology and Anthropology
Education
Physical Education
Psychology

SCIENCE

Biology
Chemistry
Geology
Physics
Mathematics
Computer Science

CONSERVATORY OF MUSIC

GRADUATE SCHOOL

Division chairmen are named by the President from the ranks of Associate and Full Professors. The President is guided in his decision by a ballot vote of all faculty members in the division. Division chairmen serve a period of four years and are eligible for reappointment. Division chairmen are appointed in the spring and begin service in the fall of the year indicated below:

Humanities	1973
Social Science	1974
Biblical Studies	1975
Science	1976

Department chairmen are appointed by the President for an indefinite term. The President is guided in his selection by a ballot vote of the departmental faculty.

B. Faculty Organization - Legislative

The Faculty Senate is the representative body, having delegated authority in all matters not specifically reserved to the full faculty. Thus the Senate:

1. Shall serve as the major policy formulating and recommending body in planning academic study, investigations, official reports, and long range studies.
2. Shall have delegated authority for all current academic and faculty personnel matters.
3. Shall be the parent body to which all existing or future faculty committees will be responsible and to which committees will report.
4. Shall serve as a responsible committee in matters pertaining to graduation requirements, the college calendar, faculty rank, appointment of new faculty, honorary degrees, etc.
5. Shall also serve as the advisory body to the President in academic and other matters as he may deem necessary.

The Faculty Senate is composed of the following:

1. The President of the College, who by virtue of his office is chairman of the Senate and an ex-officio member of all Senate committees.

2. Seven academic administrative officers as follows:

   Vice President for Academic Affairs
   Dean of the College
   Director of the Library
   Director of the Conservatory
   Dean of the Graduate School
   Registrar and Director of Admissions
   Dean of Students

3. Four division chairmen

4. Twenty-one faculty members elected at large by the full faculty.

   Senators serve a three-year term with seven senators elected each year. A faculty member is eligible for re-election to the Senate for successive terms. A faculty member shall have served at least two full years on the Wheaton College faculty to be eligible for Senate membership.

5. Eight students

   Student Government President
   Student Government Vice President
   Six students elected by Senate from a slate of ten qualified students nominated by Student Government.

6. Two staff members

   Nominated by the Vice President for Financial Affairs and elected by the Senate.

COMMITTEES OF THE SENATE:

The Senate has four standing committees. With only a few exceptions, standing committees consist of Senate members. Sub-Committees with non-Senate faculty members report to the Senate committee. A Senate member serves either as chairman of the sub-committee or as a committee liaison member. The President may name ad-hoc committees, and assign special study projects as necessary.

I. SENATE STANDING COMMITTEES

A. Educational Policies and Curriculum Committee (16 members)

1. Membership

Three faculty members elected at large from the Senate
Dean of the College
Vice President for Academic Affairs
Registrar and Director of Admissions
Dean of the Graduate School
Director of the Library
Director of the Conservatory of Music
Four Division Chairmen
Three students elected at large from the Senate

2. *Duties*

Educational policies and procedures
Curricular problems and modifications

3. *Sub-Committees*

Grades Committee
Learning Resources Committee
Military Affairs Committee
Teacher Education Committee
Scholastic Honors Committee

B. *Faculty Personnel Committee (9 members)*

1. *Membership*

Seven faculty members elected at large from the Senate
Vice President for Academic Affairs
Vice-Chairman of the Senate

2. *Duties*

Policies and procedures relating to faculty affairs
Review of recommended faculty appointments and promotions

3. *Sub-Committees*

Academic Planning Committee
Social Committee

C. *Student Affairs Committee (13 members)*

1. *Membership*

Seven faculty members elected at large from the Senate
Dean of Students
Registrar and Director of Admissions
Associate Dean of Students
Three students elected at large from the Senate

2. *Duties*

Policies and procedures governing non-academic campus experiences
Interpret policies relating to student affairs
Advisory Committee relating to Student Personnel Program

3. *Sub-Committees*

Intercollegiate Athletics Committee
Programs Committee
Admissions Committee
Calendar and Activities Committee
Orientation Committee
Financial Aid Committee

D. *Spiritual Life and Standards Committee (6 members)*

1. *Membership (12 Members)*

Seven faculty members elected at large from the Senate
Dean of Students
Two students elected at large from the Senate
Chaplain*
Director of Christian Service Activities*
*Serve as resource persons

2. *Duties*

Assess spiritual atmosphere on campus
Advise President in planning campus worship services

3. *Sub-Committee*

Chapel Committee

II. *OTHER COMMITTEES*

Committees appointed by the President include.

Publications Committee
Campus Planning Committee
Pre-Medical Committee

The Faculty

The College Charter designates the faculty as the legislative body of the College subject to approval of the Board of Trustees. However, the faculty has delegated legislative responsibility to the Faculty Senate in all matters not specifically reserved to the full faculty. Any action of the Senate may be reviewed by the faculty upon a vote of a majority of faculty present at the meeting where such a review is requested.

I. *FACULTY PRAYER MEETINGS*

All faculty members are invited to share in the weekly faculty prayer meeting in Wurdack Chapel on Tuesday afternoons at 3:30 p.m.

II. FACULTY TEAS

Faculty members meet each Tuesday afternoon at 4:00 p.m. in the Heritage Room of Edman Chapel for refreshments and fellowship.

III. FACULTY MEETINGS

Normally the faculty meets 2-3 times per month for business sessions and professional development. The first Tuesday of each month is reserved for meetings of the Faculty Senate while Divisional Meetings are scheduled for the fifth Tuesday. Other Tuesdays are generally set aside for either business meetings or professional meetings. Faculty meetings are generally held in the Kresge Room of Edman Chapel.

IV. FACULTY APPOINTMENT, TENURE, AND PROMOTION - GUIDELINES

A. APPOINTMENTS:

Although it is expected that most appointments will become permanent, all initial appointments are on an annual basis.

A temporary appointment ends at the close of the period specifically stated in the faculty contract. A temporary appointment carries no obligation either to the College or to the appointee for reappointment. Normally temporary appointments are for a period of one year.

A permanent appointment gives the faculty member tenure and shall continue until the faculty member has reached 65 years of age, subject to the limitations stated under "Termination of Service." Following the period of initial appointment, tenure may be granted at any time to any faculty member with the rank of Associate Professor or Professor, and to Assistant Professors who have served the College for a period of four years.

B. TENURE:

Every new member of the faculty shall be employed initially on a temporary appointment for a period of one year.

Service with the rank of Instructor shall normally be limited to a maximum of six years employment. Tenure is not extended to Instructors.

Tenure may be granted to an Assistant Professor who has served a minimum of four years at the College.

Promotions to the rank of Associate Professor shall normally be with tenure if the faculty member has served a minimum of four years at the College. In the case of appointments to the faculty at this rank, a second reappointment (third contract) shall normally carry tenure.

All promotions to the rank of Professor shall normally be with tenure. In the case of appointments to the faculty at this rank, the second reappointment (third contract) shall normally carry tenure.

C. *ADVANCEMENT IN RANK:*

Advancement in rank cannot be guaranteed in accordance with any fixed schedule. However, the following policies are recognized as a general guide and as an indication of the various criteria which will be considered in making a decision regarding promotion.

It is understood that seniority by itself cannot be the primary reason for promotion to any rank. Consideration for promotion based on time in a given rank is never automatic. Years of service at Wheaton and elsewhere will be taken into account, but by themselves they do not qualify for promotion.

Although faculty members are eligible for promotion at any time, it is anticipated that a faculty member will spend approximately five years in rank before being considered for advancement to the next higher rank. Outstanding performance in the areas of scholarship, classroom teaching, and institutional service would provide a basis for early recommendation for promotion. It is further anticipated that a faculty member without the earned doctorate or equivalent would spend additional time in rank before being considered for promotion.

As far as applicable, the same criteria for appointment and promotion will apply to administrative officers as to teaching faculty in the determination of faculty rank.

D. *CRITERIA FOR PROMOTION:*

The following general criteria will be considered when evaluating a faculty member recommended for promotion.

> *SCHOLARSHIP* -- Has depth of scholarship sufficient for mastery of his own area of specialization and breadth sufficient for understanding of the full implications of a liberal education; an active interest in the advancement of his own professional field through activity in learned societies and publication.

TEACHING AND COUNSELING ABILITY --Has ability to express himself clearly and concisely; ability to make the classroom experience an exciting intellectual adventure; ability to arouse interest and to secure from students a high degree of individual effort; an appreciation and a respect for young people; an appreciation of their viewpoints and a sympathetic understanding of their problems; an active involvement in the counseling and guidance of students.

INSTITUTIONAL SERVICE -- Actively promotes the objectives and program of the College; works energetically as a member of his department; effectively carries out committee assignments and responsibilities; demonstrates intellectual honesty and integrity in his relations with others; participates willingly in faculty activities and campus affairs.

E. *FACULTY RANKS:*

APPOINTMENT TO INSTRUCTOR:

It is expected that the Instructor shall have completed at least the Master's Degree.

He shall give evidence of promise as a scholar and classroom teacher.

APPOINTMENT TO ASSISTANT PROFESSOR:

It is expected that the Assistant Professor shall have completed the Master's Degree and taken additional work beyond the Master's. Normally he must have at least one year of successful teaching on the college level.

He shall have demonstrated ability as a classroom teacher and shall give evidence of ability to do scholarly work.

APPOINTMENT TO ASSOCIATE PROFESSOR:

It is expected that the Associate Professor shall normally have completed the doctorate except where related experience or specialized training is regarded as the equivalent of such a degree. He shall have demonstrated ability as a scholar by research, publication, or active participation in professional organizations.

APPOINTMENT TO PROFESSOR:

It is normally expected that the Professor shall have earned the doctoral degree. He shall have an established campus reputation as an outstanding teacher or a record in productive scholarship and other scholarly professional activities which have gained recognition by competent authorities beyond the Wheaton campus.

F. *EQUIVALENCY:*

The earned doctorate does not represent an absolute achievement, but depends to a large extent on the subjective judgment of a few individuals. Therefore, it seems reasonable that subjective judgment can be used to determine whether a faculty member does or does not have the equivalent of the earned doctorate.

Questions regarding equivalency shall be decided by the Faculty Personnel Committee. Recommendations will normally come from Department Chairmen, but the Committee will have the responsibility to exercise final judgment guided by the following basic principles.

1. Equivalency must never be considered an evasion of the doctorate. It must represent a comparable achievement.

2. Normally equivalency would not be established "While on the job." Generally a year (or comparable summers) away from regular school duties in advanced study or professional activity that provides the in-depth experience usually associated with doctoral studies would be required to establish equivalency.

3. Significant achievement and wide professional recognition such as the publication of creative or scholarly works, the earning of professional degrees other than those usually associated with the academic profession, or widely recognized accomplishment in a field related to one's area of teaching might be considered equivalent.

G. *TRANSITIONAL PERIOD:*

Teachers without an earned doctorate who were members of the Wheaton faculty during the 1966-67 year may, on the basis of item 3 in the fore going statement on equivalency, be considered for promotion to the rank of Associate Professor upon the completion of 15 years of successful college teaching and to the rank of Professor upon the completion of 25 years of successful college teaching.

III. FACULTY RESPONSIBILITIES AND RELATIONSHIPS

A. Academic Standards and Procedures

It is anticipated that the Wheaton faculty member will maintain the highest professional standards in classroom instruction and all other related academic endeavors. It is expected that department chairmen will take the responsibility for assisting faculty members in organization of courses and methods and techniques of instruction. Faculty members are encouraged to visit classes of their colleagues and to share ideas and suggestions. The use of student rating scales is also encouraged to assist in improving instructional techniques.

CLASSROOMS:

Classroom assignments are made through the Office of Admissions and Records. Classes should not be shifted without prior permission. After classroom assignments have been made, rooms may be reserved for temporary use by faculty or students at the Memorial Student Center desk.

SCHEDULE CHANGES:

Changes in student schedules are permitted for emergency reasons only. It is imperative that advisers and counselors check student schedules carefully at registration, so that schedule changes will be held to an absolute minimum. Applications for change are made on forms furnished to advisers by the Office of Admissions and Records.

TEACHING LOAD:

Three courses per quarter (nine courses or sections per year) is considered the basic faculty teaching load. Part-time faculty salaries are normally calculated on a quarter course basis.

CLASS ROSTERS:

IBM class cards are pre-punched and distributed by departments during registration. Class rosters are distributed promptly after registration. Official addition or withdrawal notices are sent from the Office of Admissions and Records, and should be noted on the official class lists. Corrected class lists are furnished early each quarter. Each instructor should check class lists carefully to insure that only listed students are attending class. Any discrepancy should be reported promptly to the Office of Admissions and Records.

Grades are reported on all freshmen to the Office of Admissions and Records at mid-term for the fall quarter. At all other quarters, low grades are reported after completion of the fifth week or at any subsequent time when academic difficulties become obvious. Frequently notes of explanation are helpful in reviewing the student's academic record at the close of the quarter.

CLASSROOM ROUTINE:

Classes should be dismissed promptly at the passing bell. Classes dismissed before the end of the period create considerable confusion and disturb other classes in session. It is expected that instructors will maintain an accurate record of student attendance.

CLASSROOM DEVOTIONS:

It is customary to incorporate a short period of devotional thought into each class period. The method of conducting devotions is optional with the teacher (See suggestions for class devotions from Spiritual Life and Standards Committee).

CLASS ATTENDANCE POLICY:

Regular class attendance is expected of all students. When attendance is voluntary, it is with the understanding that students are responsible for all course material in each of their classes.

Freshmen will be dropped from a course upon missing 25% of the classes or equivalent class material. Sophomores whose cumulative grade point average is below 3.0 will be dropped upon missing 50% of classes. Attendance is voluntary for all sophomores with a 3.0 cumulative average, and all junior and senior students.

The professor may excuse legitimate absences. It is the student's responsibility to report such excuses to the professor in writing. Verification of legitimate excuses may be sought by the professor from appropriate sources. Excused absences will count toward the total number of absences in any course.

A professor in consultation with his departmental chairman may limit absences in keeping with the subject matter and purposes of his course.

GUEST LECTURERS:

Faculty members are encouraged to invite guest lecturers to speak to their classes. The lecture should be related to the subject matter of the course, and should contribute directly to the realization of course objectives. The visitor and his views should be treated with courtesy and respect.

FIELD TRIPS:

Field trips are expected to be enriching educational experiences and essential extensions of classroom activities. However, field trips should be planned with discretion.

a. Field or off-campus extension trips should be cleared with the Department Chairman sufficiently early to permit adjustments in other courses as necessary.

b. When schedule conflicts arise, the student may determine whether he will go on the field trip or remain on campus to attend other classes.

c. Faculty members are obliged to honor official certified absences for authorized field trips.

d. Field trips shall not be scheduled during the final two weeks of the quarter, and every effort should be made to reduce interference with the student's academic program during the quarter.

e. Faculty members may not certify absences for activities scheduled on campus.

EXAMINATIONS:

a. *Course Examinations*

Teachers are at liberty to give examinations at any time. Although there are no official mid-term examinations, it is recommended that mid-term grades be based on more than one examination. Due to the number of students engaged in week-end Christian service, it is recommended that exams not be scheduled on Mondays prior to chapel.

Students are expected to take examinations when scheduled and announced by the instructor. Under special circumstances and at the discretion of the instructor, students may be permitted to take exams at other times.

b. Final Examinations

Final examinations may be given during regularly scheduled class periods at the end of the quarter. However, instructors are encouraged to utilize methods other than written final examinations for evaluation purposes.

Normally final examination papers are not returned to the students. Previous examination questions may be made available to students at the option of the department. Seniors who have satisfactorily passed comprehensive exams may be exempt from the final course examination in their major field during their final quarter in courses in which their grade average is B or above.

GRADES:

The following categories of grades and grade point values will be used as a basis for grading at Wheaton beginning with the school year, 1973-74:

A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	D	1.00
B-	2.70	F	0.00

The following descriptive terms will be used to designate the grade categories indicated:

A	Distinctive
A-	Superior
B+	Superior
B	Superior
B-	Acceptable
C+	Acceptable
C	Acceptable
C-	Inadequate
D	Inadequate
Pass	Satisfactory
F	Failing

Inc. - Incomplete--may be assigned only in case of serious illness or other emergency beyond the control of the student with the approval of the department chairman. Work must be made up within six weeks following the close of the quarter or the grade is changed to F. In unusual circumstances the six-weeks time limit may be extended by special permission upon written request from the student to the Registrar. In no case will the time be extended beyond six months from the close of the quarter.

Although there will be variations in grading among departments and courses, the above criteria will serve as a general guide in awarding academic grades. Good uses of written and oral English shall be considered in evaluating achievement. It is expected that examinations will be taken when scheduled and assigned work handed in on time.

Low grades for all students should be reported to the Registration Office by the fifth week of the quarter to allow time for adequate counseling. Special reports may be submitted by teachers at any time it seems advisable. Special difficulties which should come to the attention of the student's faculty counselor should be reported promptly. Quarter grades must be turned in prior to the the deadline established by the Registrar. Grades for graduating seniors must be submitted early according to announced deadlines. Changes in senior grades are not acceptable after the announced time since graduation eligibility and honors must be determined at that time.

Final grades may be changed only for work made up due to the removal of an Incomplete, approved by the department chairman, or for errors in grade computation. Grade changes must be reported on official forms supplied by the Registrar.

Faculty members are expected to exercise care in student grading. Grades must accurately reflect academic work accomplished, and grade changes must be held to an absolute minimum. To avoid confusion and financial expense, grades must be reported to the Registrar on time.

PASS-FAIL GRADING PROGRAM:

The Pass-Fail Grading applies under the following conditions:

1. The privilege is granted only to junior or senior students for elective courses, including lower division courses.
2. Major, general education requirements, and required professional courses for teacher certification are excluded.
3. Not more than one course of Pass-Fail work may be taken in any one term, with a total maximum of six courses allowed.
4. Students registering for courses on a pass-fail basis are to file a form approved by the instructor before the end of the third week of the term, after which no change can be made.
5. Teachers will be asked to grade the student in the usual manner throughout the course. At the end of the quarter a pass or fail grade will be assigned and recorded. The minimal level acceptable for a pass grade would be the equivalent of a D.

OFFICE HOURS:

Faculty members are expected to maintain office hours. A schedule of office hours should be available to the students as well as the Personnel Office and the Department Chairman.

B. Student Growth and Development

Faculty members are encouraged to establish and maintain out-of-class contacts with students. Faculty families are encouraged to invite students into the home. Faculty members are urged to establish regular office hours and to make themselves available to students. Faculty members may eat lunch in the College dining hall at reduced cost in order to fellowship with students or other faculty members.

GUIDANCE AND COUNSELING:

Faculty members are expected to share in the general program of student counseling. Freshmen are assigned to faculty counselors who advise them in academic and personal problems. Counselors generally are responsible for orientation and counseling of all freshman students.

Department chairmen or department members appointed by the chairman act as faculty advisors to students electing to major in the department. Toward the end of the freshman year, students apply for admission to a major, and if accepted, counseling materials and responsibilities are turned over to the major department. As freshmen are often uncertain regarding their academic and vocational plans, departments must consider the original declaration of a major as tentative and advise accordingly.

The Student Personnel Deans and the Director of Counseling are available to assist students in their educational, vocational, and personal adjustment. This service includes interviews; standardized aptitude, interest, and personality tests; a library of recent vocational and educational information; and reading improvement equipment and materials. Referral to off-campus counseling agencies is arranged through the Director of Counseling. The college chaplain is available to counsel students in spiritual matters in his office or in his home.

Faculty members may also be asked to serve as advisors to student classes and organizations. The advisor must inform himself of the organizational budget and approve all expenditures. The advisor is expected to provide mature leadership for the organization, and to become aware of organizational purposes, procedures, and plans, and to consult with the Dean of Students on any points in question. Normally faculty members would not be assigned as advisors to student organizations during the initial year on campus. To avoid excessive faculty responsibilities and to equalize faculty assignments, the Vice President for Academic Affairs should be consulted prior to the selection of faculty advisors.

C. Professional Growth and Development

ATTENDANCE AT PROFESSIONAL MEETINGS:

Each academic department receives an annual budget allocation to permit department members to attend professional educational meetings. Subject to the limitations of the departmental budget, faculty members will be reimbursed for expenses incurred at professional meetings according to the following general formula:

1. Transportation expenses up to commercial airline coach fare, first-class railroad fare, or 11¢ per mile traveled by auto.

2. Per diem allowance up to $20.00 to cover actual cost of lodging and meals.

Faculty members are expected to exercise economical judgment and to turn in written reports of actual financial expenses.

FACULTY RESEARCH AND STUDY GRANTS:

Faculty members are encouraged to engage in academic research and writing. Limited funds are available each year for faculty research and writing projects. Further information and applications for faculty research projects are available in the office of the Vice President for Academic Affairs.

The Wheaton Alumni Association annually offers several faculty study grants. These grants, generally awarded for summer study, are designed to assist faculty members in the completion of their doctoral work. Further information and applications are available from the Vice President for Academic Affairs.

Annually the Alumni Association offers one or more faculty research grants to faculty members. These grants are designed to encourage significant scholarly contributions on the part of Wheaton faculty members. It is generally anticipated that such research will result in a manuscript for publication, although other significant research projects will be considered. The grant provides full salary to the faculty member for a period of one or more quarters. Further information and applications may be secured from the Vice President for Academic Affairs. Written research proposals must be submitted through the Vice President for Academic Affairs by June 1, fifteen months prior to the contemplated date of leave. The final decision regarding all Alumni Association awards is made by the Association's Board of Directors.

D. Faculty Code of Ethics

STATEMENT ON PROFESSIONAL RESPONSIBILITIES

Preamble - For the College to be effective as a Christian community dedicated to academic pursuits, it is necessary for individual faculty members to assume responsibilities related to students, colleagues, institution, profession and community. In these various relationships the professor should be guided by a deep commitment to Christ, to the advancement of knowledge and wisdom in keeping with His centrality, and to others as persons before God and not simply for the roles they assume among men.

While the following guidelines cannot be thought exhaustive, they indicate some essentials of professional credibility within a community of Christian scholars.

I. *Relation to Students*

The teacher will meet his classes regularly and make alternative arrangements if he must be absent.

He will strive to improve his teaching performance by setting forth course objectives and establishing appropriate requirements, by carefully preparing both the content and the method of instruction, and by making optimum use of class time for instructional purposes.

He will cultivate objectivity in his treatment of materials, equity in evaluating students' work, and respect for viewpoints other than his own.

He will counsel students as need arises, observing adequate office hours, encouraging candid interaction, making professional referral as warranted, and holding in trust information shared in confidence.

He will seek informal contacts with students by showing interest in their endeavors, and inviting them as appropriate to share in his own.

In all this he will act with a view to the development of mature Christian persons.

II. *Responsibilities to Colleagues*

The teacher will respect and defend the academic freedom of his associates.

He will respect the contributions to the pursuit of learning of other disciplines and those involved in them.

He will avoid needless criticism of fellow teachers and strive for objectivity in evaluating the professional performance of a colleague.

He will take opportunities for dialogue as a means to personal and professional growth.

In all this he will seek the development of a community of Christian scholars.

III. *Responsibilities to College*

The teacher will support the academic and spiritual goals and objectives, and will abide by the policies of the College.

He will determine what duties he accepts outside the institution with the understanding that these obligations will not handicap him in fulfilling his responsibilities to the College.

He is expected to participate as best he is able in spiritual activities such as chapel and special meetings as well as the academic and governmental activities of the institution.

He will seek change in a constructive fashion by responsible dissent and by participating in the evaluation and decision-making processes of the institution (committees, faculty meetings, etc.) to the best of his abilities.

He will recognize the effect of interrupting or terminating his service and give early notice of such intentions.

In all this he will act as one whose work is his loving service to God and to men.

IV. *Responsibilities to Academic Profession*

The teacher will uphold high scholarly standards and will encourage outstanding recruits to enter the academic profession.

He will seek to grow professionally by keeping current in his discipline, by continual personal study, and by holding membership and participating in professional societies. He is encouraged to make scholarly contributions by means of a regular program of research and publication, while giving his primary attention to teaching.

He will accept outside lecture and/or consultant engagements that contribute to his professional responsibilities.

In all this he will seek to bring Christian perspectives to bear.

V. *Responsibility to Community*

The teacher will participate in the life of a local church and is encouraged to exercise leadership in the larger Christian community (writing, lecturing, holding office, etc.).

He will exercise the rights and obligations of citizenship, including the right to participate in political organizations and meetings and to publicize his views on political and social issues, while making it clear that he acts as a private citizen rather than a representative of the College.

He is encouraged to participate in civic affairs and community organizations.

He will conduct his business and social life with integrity and with consideration for the rights and interests of others.

In such ways he will seek to fulfill his Christian responsibility to both church and society.

VI. *Implementation*

Whereas the faculty member should apply these guidelines for himself, he also has responsibility to his peers and to the administration. Therefore, he will encourage others to be faithful in their duties and will consider carefully the advice he receives from others. Where administrative inquiry seems warranted, it will begin with the department chairman in consultation with the division chairman and proceed to the Faculty Personnel Committee in accordance with the procedure outlined in Section VI. D. of the Faculty Handbook.

E. Business Policies and Procedures

DEPARTMENTAL BUDGETS:

The College academic and fiscal year begins on September 1. Budgets for the year are prepared approximately eight months in advance. Department chairmen are asked to turn in departmental budget requests during December. All faculty members are urged to anticipate needs and to report them to the department chairmen, who will incorporate valid requests into the suggested departmental budget. Included in the instructional budget are such items as: student (graduate or undergraduate) assistants, instructional supplies, educational equipment, travel expense, and special items of need. Expenditures not specifically provided in the annual budget must generally be deferred for a year.

PURCHASING PROCEDURES:

The basic guideline in all credit buying in the name of the College is simply that a purchase order number must be assigned by the Business Office before any order is placed.

On local purchases under ten dollars ($10.00) you may pay cash. The paid bill with the signature of the department chairman or organization treasurer or sponsor may be presented at the Business Office for reimbursement.

On all purchases over ten dollars ($10.00), a "purchase requisition" must be submitted to the College Business Office before a College "purchase order" is issued. The purchase requisition must be filled out in detail and include the signature of the person making the request as well as the signature of the department chairman or faculty sponsor. Purchase requisitions must be submitted well in advance of need to allow for processing and delivery time.

Commonly used office supplies and stationery can be obtained from Central Stores or the College Bookstore. Office memo pads may be obtained through the Duplicating Service. All book orders should be placed directly through the Bookstore. Textbooks for campus use must be approved by the chairman of the department. When the time for ordering textbooks arrives, department chairmen will supply each faculty member the necessary cards on which to order the needed textbooks. Cards must be completed carefully, signed by the department chairman, and returned promptly to the Bookstore.

SYLLABUS MATERIAL:

To insure uniformity and acceptable style, all syllabus material is subject to review by the Educational Policies and Curriculum Committee. All sales to students must be made through the College Bookstore.

TELEPHONE USE:

The College has a direct dial system, and most faculty members have their own individual number. To dial campus phones, listen for the tone and then dial the four-digit extension number. To place an outside call, listen for the tone, dial 9, wait for a second tone, and dial the number.

To transfer a call to another Wheaton College telephone, first tell the calling party where you are going to transfer his call, and ask him to remain on the line. Then depress the cradle button once to get a dial tone. Dial "Operator" to get the College switchboard attendant. When the attendant answers, tell her where you want the call transferred and hang up.

If you need assistance, dial "operator." Report all equipment trouble to the College switchboard attendant.

F. Other Responsibilities and Opportunities

Academic Conferences

Departments planning academic conferences on campus should check with the Dean of the College, the Public Relations Office, the Business Office, and the M.S.C. coordinator to coordinate the program. When an academic conference is in session on campus, the department chairman sponsoring the conference may authorize student attendance at conference sessions for departmental majors. Most academic conferences are open to all students on campus. However, it is expected that clearance will be obtained in advance from the classroom teacher whose class will be missed during an academic conference. If clearance is not given, regular class attendance is expected, and students are always held accountable for work presented during the class session.

Conference or symposia speakers invited to present viewpoints, especially on controversial matters, shall be asked to write "statements" or "papers" rather than to speak in an off-the-cuff manner. This does not apply to an exchange of ideas in a panel discussion.

EXTRACURRICULAR DUTIES OF TEACHERS

In addition to regular teaching duties, a faculty member will be asked to accept other responsibilities on occasion. Such responsibilities include:

Registration -- All faculty members are expected to be available for student registration at the beginning of each term.

Student Counseling -- Some faculty members are selected to serve as freshman counselors and department chairmen, or other members of the department selected by the chairman, will act as advisors to major students.

Advising student organizations -- at the request of the organization.

Serving on various faculty committees and councils

Speaking in chapel or participating in other campus programs.

Acting as chaperon for student trips or functions.

It is expected that members of the faculty will participate in college functions as much as possible.

FREE UNIVERSITY COURSES:

Faculty members contemplating or planning a Free University type course should have the approval of their own department chairman and are asked to prepare the course in consultation with the chairman of any academic areas involved and the Dean of the College. The Vice President for Academic Affairs is to be kept informed of such developments.

V. AIDS TO TEACHING AND RESEARCH

A. New Faculty Orientation

An orientation program for all new faculty members is held each fall before the opening of school and immediately prior to the faculty workshop. The orientation program is intended to familiarize incoming faculty members with campus facilities, major administrative officers and functions, and general college policies and practices. Additional orientation sessions may be scheduled throughout the school year.

B. Faculty Workshop

The entire faculty meets in a one-two day workshop prior to the opening of the fall term. All faculty members are expected to attend all sessions, and husbands/wives are invited to participate.

C. The Library

The collections of the Library are planned to meet the needs of Wheaton College students, faculty and staff for reading and study in the liberal arts. To provide for these needs, the Library offers access to approximately 163,000 volumes including over 19,000 government documents which the Library maintains as a U. S. Government Depository. Over 800 periodical titles are received currently; back files are available in bound form or microfilm, some dating to the 1800s. Most of the periodical titles are indexed in one or more of the several indexes available. The microfilm collection includes a complete file of New York Times newspaper from 1851 to date and the London Times newspaper from 1785 to the current year of filming. Other resources include a small pamphlet and a college catalog collection. The Special Collections contain rare books, books on Mormons and Mormonism and the College Archives.

The Library includes many basic bibliographies and collections of primary sources for research studies. When our own resources prove inadequate, users are invited to consult the Reference Librarians who will suggest an alternate source from LIBRAS, Infopass, Illinois Interlibrary Communications Network, etc.

Photocopying machines are available in the periodicals area and on the main floor.

Faculty may ask assistance from the Head of Public Services in acquainting the students in their classes with Library resources available for particular disciplines.

The Library is open almost 92 hours a week according to the following schedule:

Monday - Thursday	7:15 a.m. -- 11:00 p.m.
Friday	7:15 a.m. -- 10:00 p.m.
Saturday	8:00 a.m. -- 10:00 p.m.

Special hours are posted in advance for vacations, holidays, and the summer quarter.

Faculty can aid in maintaining effective services and maximum use of resources by observing these procedures which have been developed out of practical experience:

Circulation:

Faculty and staff members have the privilege of checking out books for a two-month period. All but the current issues of periodicals may be checked out for one week only by Faculty and Staff. New acquisitions are displayed near the circulation desk for your attention and may be checked out. Faculty are notified when requested accessions are cataloged and these books are held in the Cataloging Department for a three-day period before being placed on the new book shelf. New books which have not been processed may be requested from the person in charge at the circulation desk and may be checked out only for a two to three-week period.

Reference Books:

Reference books, because of their frequent use, do not ordinarily circulate.

Reserve Books:

When it seems advisable to place books on Reserve, contact the Reserve Assistant for the necessary form. Fill out the form and return it to the Reserve Assistant at least one week before the class will be expected to use the materials. Faculty are limited to placing on Reserve only those books or materials which a large number of students are expected to consult in a short period of time. The Library reserves the privilege of removing from Reserve any material which has not been used within a two-week period. All Reserve materials may be checked out for a two-hour period or overnight.

Ordering New Books:

Faculty are requested to assist the Library Staff in ordering books and periodicals. A book budget allocation is made for each academic department. Order cards are available in the Library Office. Complete information should be placed on the cards, the order approved by the department chairman, and the cards submitted to the Director of the Library. To avoid duplication, the card catalog should be checked carefully before the order is placed.

D. The Instructional Media Center (Located in Rooms W-106 and W-105, Blanchard Hall)

This center has been established to give help with a wide range of instructional materials. If assistance is desired in a way not listed herein, inquiry is invited. Equipment and service for academic functions is cost-free. For personal use a nominal charge is made.

Equipment available for Classroom Use

16 mm sound motion picture projectors
8 mm silent motion picture projector
Combination 2 x 2 slide/filmstrip projectors
Tape recorders (reel-to-reel; cassette; stereo)
35 mm still camera or 16 mm motion picture camera for academic projects
Sound-slide projector
FM radio broadcast for classroom
TV tape telecasts for classroom use
Overhead projectors (for use with transparencies)
Opaque projectors (for use with pictures, opaque material)
3-1/4 x 4-1/4 lantern slide projector
3-speed phonographs
Motion picture screens
Slide and filmstrip table viewers
TV camera, videotape recorder, monitor
Copy camera facilities

College Film/Filmstrip Library

The College owns approximately 80 motion picture films and over 500 filmstrips for academic use. Films are purchased only when a wide and frequent usage of them is anticipated. Teachers are encouraged to preview the list of such films and filmstrips in the Instructional Media Center.

Services Available

The Director of the Instructional Media Center stands ready to assist members of the faculty in improving instruction by providing the following:

Assistance in the production of slides, overhead transparencies, etc.
Maintaining an extensive file of instructional materials catalogs.
Reporting new materials available.
Consultation service in planning purchases of instructional media equipment.
Assistance in the planning and conducting of field trips using instructional media equipment.
Assistance with special projects (e.g., production of transparencies, duplication of tape recordings, etc.).
Assistance to students working on advanced seminar-type projects in both graduate and undergraduate schools
Various photographing services for academic needs.
Recording class sessions, lectures, musical events and other special affairs

Requisition Procedures

Films - Due to the increasing demand for education film rentals being placed on university film libraries, it becomes necessary to order films nearly a year in advance. Film orders for the following school year are placed with the libraries each May. Specific film request forms and instructions are distributed yearly to the faculty. Equipment, rooms, and student operators are assigned for film showings by the Instructional Media Center. Quarterly film schedules are distributed by the Center to the faculty.

Wheaton-owned Materials and Equipment - College-owned materials and equipment are available to the faculty at any time during the school week. With increased usage of equipment being anticipated, it is recommended that the Instructional Media Center is notified in advance to reserve equipment. The Instructional Media Center is open from 7:45 a.m. to 5:00 p.m. Monday through Friday.

Student Assistants - Due to the fact that student workers often cannot be located at a given moment on a given day, requests for added film showings, TV videotaping, etc., must be made 24 hours in advance.

TV Studio and Equipment - Requests for the use of TV equipment are handled on a first-requested, first-served basis. Except for special circumstances, all videotaping and playback will take place in the TV Studio, W105, Blanchard Hall.

> A Special Reminder: All instructional materials used on campus are to be ordered, received, presented, and returned to their source by the Instructional Media Center.

INSTITUTIONAL POLICY ON FILMS FOR NON-ACADEMIC SHOWINGS

Guiding Principles for the Selection and Use of Films

a. All campus-approved organizations with the exception of those directly related to Academic Departments (i.e. Psychology, Anthropology, Pre-Med Clubs, etc.) will submit their film requests, with written approval of the organization advisor to the Programs Committee for preview in the manner described below, regardless of where the film is ultimately to be shown. Organizations directly related to Academic Departments will submit their film orders to the Instructional Media Center with the advisor's approval, to be processed in the same manner as academic film orders. Any film to be shown campus-wide, even though initially brought in by a smaller group (e.g. classroom), must have the approval of the Programs Committee.

b. The preliminary selection of films shall be made by the Director of the Instructional Media Center with the tentative approval of the Programs Committee. These preliminary arrangements, however, must be made sufficiently in advance so that *final* approval of the film may be made at least two weeks prior to the showing.

c. Whether a film is accepted or rejected, any expense involved shall be borne by the organization ordering the film.

d. In general the selection of films should be controlled by the following considerations:

   1. It is the policy of the College to use films of a cultural, educational, or spiritual nature only. (Select cartoons may be considered by the Committee in terms of their individual merit.)

   2. It is the policy of the College to encourage leadership and student participation in campus activities. Consequently the following provisions concerning the use of films for class parties, banquets, etc., will be in effect: (1) only short films (no longer than 45 minutes) may be requested, and (2) only those films which fit *well* into the theme of the party or banquet.

   3. Only films about which there is no legitimate question should be selected.

   4. Christian films, even though labeled Christian and produced by Christian producers, should be as carefully reviewed as films from other sources.

   5. No films should be brought to campus for the purpose of raising money for any organization that benefits only a part of the student body.

E. The Academic Computer Center (Room 122, New Science Building)

The Academic Computer Center has been established to provide computing power to all disciplines and for all academic related functions. All students and faculty are free to use the service, without cost, for academic and scholarly projects. Personnel support consists of a director and student assistants, and its basic purpose is to assist in the development and use of computer methods for demonstration, laboratory, class work and research. Assistance is available for laboratory supervision, the tailoring of previously written programs, developing new programs, and in understanding the implications and results of the programs.

Equipment consists of a small laboratory computer, a Digital Equipment Corporation PDP-12, with versatile capabilities as a demonstration, experimental, laboratory computer.

Several terminals tied into the administrative time sharing system as well as some phone lines tied into this time sharing system are available 24 hours a day for general purpose programming. A small account with the IIT UNIVAC 1108 computer system is available for use when the capabilities of the on-campus system are inadequate. The laboratory computer is located in the Science Building, room 122. The time sharing terminals are located in room E-3 in the basement of Blanchard, and the Director's office is located in room 120 of the Science Building.

F. Office Facilities

An attempt is made to provide each faculty member with an individual office. However, space limitation will require some faculty members to share office facilities. Office assignments are made each year prior to the fall term by department chairmen. All requests for major items of office furniture (desks, chairs, file cabinets) should be directed to the Vice President for Academic Affairs.

G. Student Assistants

A graduate student of high scholastic standing may be assigned to a faculty member as an academic assistant. Department chairmen recommend qualified candidates to the Dean of the College for official assignment.

Undergraduate students may be assigned to faculty members for clerical help or for instructional or laboratory assistance. Ordinarily it is expected that teachers carrying a normal load will correct their own papers and handle other routine tasks. Department chairmen present their request for student assistants in their annual budget requests. Applications for student assistants are submitted by the department chairman to the Dean of the College for approval. Application forms may be secured from the office of the Dean of the College.

H. Class Visitation

Faculty members are encouraged to visit classes of other instructors in order that there may be mutual enrichment of teaching practices. Occasional visits by department chairmen and administrative officers may be expected. It is anticipated that the visitor will confirm his visit in advance.

I. Teacher-of-the-Year Awards

In evidence of concern for excellence in classroom teaching, two "Teacher-of-the-Year" awards are made annually. Winners are given a wall plaque and a cash award. One teacher is selected from the ranks of Instructor, Assistant Professor, or Associate Professor, and the other from the Associate or full Professors. Three years of faculty service at Wheaton is required to be eligible for these awards. Winners become eligible for a second honor award after eitht additional years of teaching at Wheaton.

Nominations may be made by any faculty member, and a committee of the faculty makes the final selection. The criteria used in determining these awards are: academic preparation, performance in the classroom, productive scholarship, student counseling and guidance, and service to the College and academic community.

VI. PERSONNEL POLICIES

A. Faculty Contracts

Annual contracts for the forthcoming academic year are extended to faculty members early in the spring of the year. Signed contracts are due to be returned within thirty days, and are not valid beyond the deadline date unless special consideration is given by the College.

It is expected that the faculty member will not ask to be released from a signed contract except on the basis of extraordinary circumstances or where the requested release is clearly in the best interests of the College.

B. Off-Campus Employment - Guidelines

Wheaton College recognizes the privilege of the faculty member to accept off-campus employment. Appropriate faculty activities can enrich professional competence and provide a service both to the church and to society such as the academic community alone can render.

It is also recognized that excellence in teaching requires time and energy, and that the first professional responsibility of the faculty member is to the College. The following guidelines offer a framework within which the faculty member is free to exercise his own judgment. Exceptions to this policy should, however, receive advance permission from the Vice President for Academic Affairs. In doubtful cases consultation with the Vice President is urged. The faculty member may request that a decision by the Vice President be referred to the Faculty Personnel Committee for review.

1. Off-campus daytime employment is discouraged, other than that which is directly related to one's professional field; e.g. research, lecture engagements.

2. Other employment should be confined to that which enhances one's personal effectiveness and professional usefulness.

3. No off-campus responsibilities should be accepted which interfere with one's contractual obligations to the College, and priority should always be given to college duties, including counseling and committee assignments.

4. Part-time teaching during the daytime at another institution should be approved in advance by the Department Chairman and the Vice President for Academic Affairs. Evening teaching at another institution should be reported in advance to the Department Chairman and the Vice President. Interim pastorates should be for a limited period of time and should be entered upon only with the prior consent of the Department Chairman and the Vice President.

C. Termination of Service

Faculty appointments may be terminated in the following ways: (a) By the faculty member, through voluntary resignation to take effect at the end of any year of service, provided notice is given prior to March 1. (b) By the faculty member or the trustees through retirement as outlined below. (c) By the Board of Trustees by reason of moral delinquincy, professional incompetence or incapacity, a failure to accept the Articles of Faith of Wheaton College or abide by its Standards of Conduct. (d) By mutual agreement in cases not covered above.

Dismissal for reasons other than moral delinquincy shall take effect at the end of the contractual year in which initial notice of intention to sever relations is given. Dismissal for moral delinquincy shall take effect immediately.

D. Termination of Service with Tenure

The termination of an appointment for cause shall allow consideration by the Faculty Personnel Committee and by the Academic Affairs Committee of the Board of Trustees before final action is taken by the Board. In all cases the faculty member involved shall have the opportunity to be heard in his own defense and to discuss the matter with those involved in the presence of those who pass judgment upon his case.

In cases involving professional incompetence, the faculty member concerned may introduce the testimony of other scholars in the same discipline--either from Wheaton or other institutions.

It is understood that the final decision in all cases shall rest with the Board of Trustees.

E. Retirement

Upon reaching the age of 65 the faculty member shall retire. The Board of Trustees, at its option, may extend a full or part-time contract, on an annual basis, to any Associate or full Professor after retirement. Such post-retirement active service shall normally cease at the age of 70.

F. Emeritus Status

Emeritus status is regarded as an honor earned rather than an automatic award on retirement. The retired faculty member may use his emeritus status for professional purposes as well as for continued participation in College convocations and similar events.

Criteria for Emeritus Status:

1. The candidate should possess tenure at the time of retirement.
2. He should have been associated with the College for at least 15 years.
3. He should have attained a minimum age of 60 years at retirement. Exceptions may be considered in the case of illness.
4. He should have achieved the rank of Associate Professor or Professor, and would receive emeritus status at the highest rank earned.

Procedure for awarding Emeritus Status:

1. Recommendation by the department chairman, the division chairman, and the Vice President for Academic Affairs to the Faculty Personnel Committee.
2. Recommendation by Faculty Personnel Committee.
3. Approval by the Academic Affairs Committee of the Board of Trustees.
4. Approval by the Board of Trustees.

G. Salaries

Faculty salaries for the academic year of nine months are divided into twenty-four installments over the calendar year. Teachers are paid by check on the last business day preceding the fifteenth day of the month and on the last business day preceding the last day of the month except August 31, which is the end of the fiscal year, and payment is deferred until the first business day in September to allow for the auditing of the books.

Salary checks issued on the fifteenth of the month show: one-half regular base salary less standard tax deductions; also, if applicable, one-half premium for retirement plan, apartment or house rent, or real estate contract.

Salary checks issued on the last business day of the month reflect the same items as appear on the 15th of the month check, but also include such adjustments as: monthly premiums for dependents on Blue Cross/ Blue Shield family plan, gifts to the College, and any miscellaneous charges.

Wheaton has a "flexible base-age-merit" faculty salary schedule which serves as a guide in determining salaries. Salary increments are not automatic, but, subject to budgetary appropriations, are based on cost-of-living adjustments, faculty age, and merit evaluation. The Vice President for Academic Affairs will consult with any faculty member on individual salary matters or institutional salary policies.

H. Insurance

1. Life Insurance

Faculty members teaching six or more full courses per year are eligible for group life insurance. The College pays the entire premium for each employee. The amount of insurance coverage ranges from $7,000 up to a maximum of $40,000 depending on the basic annual salary. This group plan offers a conversion privilege at retirement or termination of employment. The insurance coverage is reduced at age 65.

2. Hospital Insurance

Blue Cross Plan for Hospital Care underwrites our group hospitalization and offers 120 days of benefits for each illness or accident.

The College has the Comprehensive Plan which provides broad benefits, and pays for the monthly premiums for individual coverage. Where an employee has the family plan, the additional premium for dependents is handled through payroll deduction.

An employee terminating his employment or taking retirement has the privilege to convert to a direct payment plan.

3. Surgical-Medical and Major-Medical Coverage

The College has the Blue Shield plan for surgical-medical and major-medical coverage. The surgical plan provides payment for surgery up to a specified amount; then, after a deductible of $100.00, the balance of the surgical bill or bills (if more than one surgeon is involved) will be paid on the basis of 80% (by Blue Shield), 20% (by the individual).

In-hospital benefits are payable when an employee is confined in the hospital but does not require surgery. The Blue Shield plan will pay $6.00 a day for the first five daily visits of the Physician and $4.00 a day for the next 115 daily visits.

An employee may apply for a conversion surgical and medical policy (Major Medical not offered on a conversion basis) in the event of retirement or termination of employment.

The Blue Cross/Blue Shield major medical coverage provides benefits for:

(1) covered hospital services in addition to basic Blue Cross benefits -- up to $10,000.00 within a member's lifetime.

(2) covered medical-surgical expenses in addition to basic Blue Shield benefits -- up to $10,000.00 within a member's lifetime.

(3) other eligible expenses for out-of-hospital cases of "injury" or "sickness under treatment," such as: visits to an M.D., drugs by prescription, blood, nursing services of R.N., X-rays, lab services, and others.

A $100.00 deductible applies to a benefit period of any 12 consecutive months in which covered medical expenses may apply to more than one illness for each insured member. After the deductible has been satisfied, the plan will pay 80% of the eligible expenses incurred during any benefit period up to the maximum allowed.

Brochures that give a condensation of the benefits offered in the plans may be obtained from the Office of Personnel Services.

4. Retirement Program

The College has been under the Federal Old Age Survivors and Disability insurance Plan since April, 1951. All employees hired by the College since that time are required to join the Social Security Program.

In addition to Social Security retirement benefits, the College participates in the TIAA-CREF Retirement Plan. The employee may elect to contribute either 3% or 6% of his basic monthly salary and the College contributes a similar amount to his retirement program. This combined amount is fully vested (owned by the individual participant). An employee may elect to have his salary reduced by the amount of his monthly premiums--thereby deferring taxes on the contributions until retirement years.

To be eligible for the TIAA-CREF retirement program, the faculty member must be on a full-time basis, must be at least thirty years of age, and must have served at Wheaton for one year.

The faculty member may elect to allocate the total monthly premium in accord with one of the following options:

100% TIAA; 0% CREF
75% TIAA; 25% CREF
50% TIAA; 50% CREF
25% TIAA; 75% CREF
0% TIAA; 100% CREF

TIAA premiums are invested in fixed-dollar obligations--a broadly diversified group of bonds and mortgages. CREF premiums purchase accumulation units in a broadly diversified common stock fund. Earnings on both TIAA and CREF are reinvested.

If a participant dies before retirement, the full TIAA-CREF accumulation is payable to his beneficiary. Several income options are available to the beneficiary.

While you are paying periodic annuity premiums, you may make extra payments to TIAA-CREF annuities at any time. An annual individual report is sent to each participant.

A special brochure is available in Personnel Services Office for additional information.

5. Workman's Compensation

All faculty members, full-time and part-time, are protected in case of accident in line of duty.

Should a faculty member be injured while working, the injury is to be reported to the Department Chairman immediately, even if the injury be considered a minor one. Then the faculty member is to report in at the Health Center at once for emergency treatment and/or for referral to an authorized M.D.

A faculty member who is disabled because of an accident will receive compensation and medical expenses in accordance with the Illinois Workmen's Compensation Act.

College sick leave benefits apply instead of workman's compensation during the first three months of disability.

6. Sick Leave (TIAA Total Disability Insurance Plan)

The general policy for sick leave is to pay the regular salary for three months in the event of disability due to sickness or to accident. The term Total Disability means "the inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training, or experience."

Employees meeting the following qualificaitons are covered for additional benefits of an extended disability income plan. (All other regular fulltime salaried employees will continue to be eligible for paid sick leave as provided in the paragraph above.)

ELIGIBILITY FOR EXTENDED PLAN:

(1) Regular full-time salaried employees
(2) At least thirty years of age
(3) At least three years of continuous employment

7. Extended Disability Income Program

Extended disability income benefits (beyond the three months sick leave with pay) is now under the TIAA insurance plan and provides:

(1) A monthly income benefit:

After the first six months of total disability, an insured employee would receive monthly disability income based on the formula: 60% of the first $1000.00 of monthly salary plus 40% of any monthly salary in excess of $1000.00, reduced by any amounts received from Workmen's Compensation or Social Security, not to exceed $1200.00 a month. ("Salary" is the monthly wage exclusive of bonuses or overtime.)

(2) A monthly waiver benefit:

The monthly amount being paid to the employee's TIAA-CREF retirement annuities (not to exceed a total of 12% of monthly salary) as of date disability begins, is credited as monthly premiums on TIAA-CREF.

An insured employee would be entitled to receive these benefits until age 65 is reached.

The entire cost of the extended disability program is carried by the College.

I. Moving Household Goods

The College will pay for selected services when incoming faculty members move household goods to the Wheaton area.

The specific services are:

1. For a move requiring van services

Cartons furnished by the van line.
Fragile items to be packed by moving company.
FVP - Full Value Protection Insurance
Non-fragile items to be packed by faculty member.
No appliance servicing provided.

Note: Book collections are to be shipped via the lease expensive commercial carrier (Parcel Post, Railway Express, etc.) and will be included in moving allowance.

2. For a move with minimal furnishings and household goods where van services are not required

    The actual rental cost of trailer or truck
    Twelve cents per mile travel one-way for family cars (a maximum of two)
    No lodging or meal expense provided.

    The faculty member will be expected to pay for any additional services. Individuals are urged to exercise discretion in moving so as to minimize costs to the College.

Money received as reimbursement for moving expenses must be included in gross income. The employee is then permitted to deduct his expenses to the extent which they qualify as deductible moving expenses. Amounts must be included in income whether received by the employee directly or paid to a third party on the behalf of the employee. For further information see the College Controller.

J. Faculty Absences

Faculty members are expected to fulfill their contractual obligations to the College. It is expected that all faculty members will attend the pre-school faculty workshop and remain on campus through commencement. If it becomes necessary to be absent during the academic year, the faculty member should arrange for his classes and other assignments and clear the matter with his department chairman in advance. The Vice President for Academic Affairs should also be notified regarding absences.

K. Leave-of-Absence

A leave-of-absence may be granted upon the request of a faculty member for study, research, travel, health, or special services elsewhere on recommendation of his department chairman, the Faculty Personnel Committee, and approval by the Board of Trustees. Normally leaves are for a period of a quarter or one academic year.

Leaves of absence may be extended upon the request of the faculty member and at the convenience of the College. Although it is expected that the College will not make a permanent appointment during the leave, the College does not guarantee, except by prior agreement, that a position will be held open until the return of the faculty member.

Basic fringe benefits will normally be continued by the College during the initial year of a leave-of-absence. Fringe benefits will not be continued beyond one year. Faculty members must make arrangements with the office of Personnel Services regarding the continuation of fringe benefits during the period of leave.

L. Tuition Rebates

Children of full-time faculty members are eligible for tuition rebate for study at Wheaton College and other selected fully accredited out-of-state Christian colleges. The College will underwrite the cost of tuition, exclusive of student fees, not to exceed the tuition amount currently charged at Wheaton. An educational allowance of up to $500 is available for attendance at accredited Illinois colleges and universities if, following application for an Illinois State Scholarship, the family financial need exceeds the state scholarship grant. Tuition rebates are subject to the following restrictions:

1. The student must be in a full-time degree program in an undergraduate school up to a maximum of four academic years.

2. If the recipient leaves the College before the end of the academic year, payments will be refunded to Wheaton College in accordance with the institution's regulations governing the adjustments of student accounts.

3. Educational benefits to faculty children will be discontinued at the end of the term in which they are married.

Full-time faculty members and their wives/husbands may audit or enroll tuition-free for Wheaton College credit up to six courses per calendar year. This privilege is extended to both husband and wife at the same time.

Following is a list of out-of-state Christian colleges where tuition rebate applies:

Asbury College	Wilmore, Kentucky
Barrington College	Barrington, Rhode Island
Bethel College	St. Paul, Minnesota
Eastern Mennonite College	Harrisonburg, Virginia
Gordon College	Wenham, Massachusetts
Houghton College	Houghton, New York
John Brown University	Siloam Springs, Arkansas
LeTourneau College	Longview, Texas
Malone College	Canton, Ohio
Messiah College	Grantham, Pennsylvania
Nyack Missionary College	Nyack, New York
Seattle-Pacific College	Seattle, Washington
Spring Arbor College	Spring Arbor, Michigan
Tabor College	Hillsboro, Kansas
Taylor University	Upland, Indiana
The King's College	Briarcliff Manor, New York
Westmont College	Santa Barbara, California

for attendance at a selected Christian College not located in Illinois, a "Wheaton College Application for Educational Benefits" is to be submitted to the Director of Personnel Services and renewed prior to the beginning of each school year, along with an itemized bill from the college involved.

Additional information regarding the tuition rebate program for faculty children is available from the Vice President for Academic Affairs.

VII. MISCELLANEOUS INFORMATION ON POLICIES AND SERVICES

ACADEMIC GARB

The faculty appears in academic garb at the commencement exercise in June and at specially designated events during the school year. The wearing of academic garb other than that true to rank is considered unprofessional.

Central Stores (located in the Service Building) has a limited supply of academic garb available for faculty members. A nominal fee will be charged for rental at commencement exercises. The supply is limited, and advanced notice of needs will generally facilitate service.

ALUMNI ASSOCIATION

The Alumni Association is an independent organization serving over 14,000 alumni and offering significant support and assistance to the academic program of the College.

The Alumni Association makes regular contributions to the College for faculty salaries. In addition, the annual faculty research grant, periodic faculty study grants, and other programs make a genuine contribution to the work of the College.

The Alumni Association is located on the first floor of Blanchard Hall.

BOOKSTORE DISCOUNT

All faculty and staff members are given a regular discount on purchases at the College Bookstore. Discounts are applicable for the entire family of full-time employees or regular faculty members. Presentation of faculty identification cards will assist the clerks in recognizing your special status. No discount is allowed on special orders for personal use.

BUSINESS OFFICE SERVICES

The Business Office is available to serve faculty and staff members through the following services:

a. Free notary public service.

b. Cashing of personal checks.

c. The Business Manager will give advice and counsel relating to real estate values, loans, or financial contracts.

CALENDAR

The official calendar of campus events is kept in the Student Personnel Office. Selection of dates and booking of events should be made in consultation with the Student Personnel secretary in order to avoid conflicts. The official academic calendar is printed in the annual College Catalog.

CAMPUS EVENTS

Faculty members are admitted to most College athletic events upon presentation of their identification card. Generally a small fee is charged for reserved seats. Tickets for Artist Series, lectures, and concerts are normally sold to the College family at a substantial reduction.

CAMPUS SALES

The raising of funds for campus related activities by solicitation or sale of goods and services by student groups and individuals is generally prohibited. Permission may be granted for special projects by the Dean of Students. The use of campus facilities for solicitation or sale of goods or services by students or faculty is expressly prohibited.

CAR REGISTRATION

Parking permits for faculty and staff cars are required and may be obtained by registering cars at the Business Office. (See p. 47 for *Restricted Parking).*

CENTRAL FILES

Permanent record folders for all alumni and former faculty members are maintained in the Central Files Office in the east basement in Blanchard Hall.

CHAPEL SERVICES

Daily chapel services from 10:20 to 10:55 are designed for the entire College family. Faculty members are expected to attend. Although most services are planned by the Faculty Chapel Committee for worship, instruction, and challenge, there are occasional convocations. The Graduate School holds separate chapel exercises.

COLLEGE CATALOGS

Copies of the Wheaton College Catalog, which is published in the spring, may be obtained from the Office of Admissions and Records. A collection of current catalogs of other colleges and universities is found in either the Library or the Office of Admissions and Records. These are available for examination.

COLLEGE DIRECTORY

A College Directory listing address, telephone, and room number for faculty, staff, and students is published each fall. A copy is given to each faculty and staff member.

COLLEGE VEHICLES

College vehicles are available for official college business and occasional personal use. The vehicles are limited in number. College business would always have priority, generally on a first come, first served basis. Due to insurance coverage, the personal use of college vehicles is limited to faculty members only--not to members of the family.

As there is limited provision in the instructional budget for transportation, it may be necessary that the cost of field trips be charged to participating students. Individuals will always be charged for the personal use of vehicles. It is the responsibility of the faculty member to see that appropriate settlement is made with the Business Office in all cases. Charges for college vehicles are as follows:

	PER MILE	MINIMUM CHARGE
Sedans and Wagons	.11	$2.00
Buses: Diesels	.40	$6.00
Chevy Van	.13	$2.00
Panel and Pickup Trucks	.11	$2.00
Large Truck	.20	$4.00

The College will pay mileage when private cars are used for College business. The College insurance policy DOES NOT include liability coverage for employees who drive their own automobiles on College business and receive mileage reimbursement.

To encourage continued use of personal cars for College business, the normal mileage reimbursement will be increased for any employee who has bodily injury liability insurance of at least $100,000.00/ $300,000.00. See the College Purchasing Agent for details.

COUNSELING OF STUDENTS

Faculty members are expected to handle much of the routine student counseling. Students with unusual personal or emotional problems should be directed to the Student Personnel Office for referral. Students uncertain as to vocational plans should be referred to the College Vocational Counselor, who is equipped to administer and interpret vocational preference measurements and to offer vocational advice.

DUPLICATING SERVICE

The service of this office is available to the entire College family. Instructors may avail themselves of the service for classroom work, examinations, work for student organizations which they sponsor, and personal work as time permits. Multilith (good quality, pictures, etc.), high-speed copier-offset, and xerox (1-10 copies) may be ordered here. College work always has priority in scheduling, and during busy seasons it may be impossible to accept requests for personal jobs.

All sales to students, whether one or more pages, with or without binding, must be made through the College Bookstore. A duplication "application form" is to be filed with the Duplicating Service before work can be accepted.

Copy submitted should be in good form, checked for accuracy, and typed if possible. An order form will be filled out at the office indicating number wanted, date, etc. Work for reproduction on the copier should be typed on plain white bond--not erasable bond--when possible.

Several xerox machines are available in major campus buildings. A nominal charge is made for xeroxing materials. A self-service ditto machine for small jobs may be made available through the office of the Vice President for Academic Affairs.

A wide variety of attractive programs, charts, letterheads, pictures, bulletins, etc. can be produced. The office is equipped with an electric stitcher, drill, folder, large paper cutter, IBM Selectric typewriters, Varityper, and Embosograf (for posters).

EMERGENCY ALARMS

When the College fire alarm sounds, all classes are immediately dismissed. Students should be instructed to leave the building using the proper exit. Exit instructions are posted on the wall near the door of each room. Students should move outside well away from the buildings until the all-clear signal is given. Classes will then be resumed.

A tornado warning is sounded by the city warning siren. Generally in masonry and brick buildings, the windows should be opened and students should remain in the building and away from the windows. In frame buildings the students should seek shelter in the basement. In large span auditoria, students should seek shelter in the basement (Alumni Gym), locker room area (Centennial Gym), or east wing of the building (Edman Chapel). Classes should be resumed on the all-clear signal.

EMPLOYMENT

The college has a general policy of not employing two members of the same family in one department.

FACULTY HOUSING

The College cooperates in assisting faculty and staff members in securing adequate housing. Special attention is paid to new employees. The service is limited by the number of college-owned houses and apartments available. Requests for faculty housing should be channeled through the office of the Vice President for Academic Affairs.

FACULTY RECORDS

An up-to-date faculty folder is maintained for each member of the faculty in the office of the Vice President for Academic Affairs. Annually faculty members are asked to complete a questionnaire outlining activities and achievements of the current year.

FOOD SERVICE

The Dining Hall is equipped to serve faculty and staff members cafeteria style. Any faculty member who plans to eat in the Dining Hall regularly will find considerable savings over the cash prices by purchasing a quarter meal ticket from the Business Office at the student rate.

To encourage campus fellowship, faculty members may eat lunch in the College dining hall at reduced cost. The faculty member pays a minimal fee, and the College subsidizes the remainder of the cost. Faculty members are expected to present faculty identification cards, pay the small fee, and to eat with students or fellow faculty members.

Party rooms are available for groups desiring to eat together. Reservations must be made with Food Service well in advance.

GRADE RECORD BOOKS

Grade Record Books can be obtained from department chairmen. Record books must be preserved and filed with department chairmen when the faculty member leaves Wheaton College.

GUEST ROOMS

The College has several guest rooms available for official guests of the College. Rooms not required for College guests may be reserved by others on a first-come, first served basis. Reservations may be made at Fischer Hall desk.

HEALTH SERVICES

The College Health Center is open to faculty and staff members for emergency care only. Limited out-patient service, including minor treatment and medication by a resident nurse, is generally available.

HONORARY DEGREES

Introductory Statement

> The honorary degree at Wheaton College should be an award recognizing merit and excellence. It should be given only to those persons who deserve to have public attention called to their meritorious contributions. Individuals should not profit from the honor simply because the honor is bestowed upon them. The right to the honor should be there first, and Wheaton College simply recognizes it. The College should benefit because it has had the perception to recognize meritorious work, and the recipient should be rewarded only in that his merit is called to the attention of the public. In short, his claim to merit should not be that he has received an honorary degree from Wheaton College.
>
> Therefore, the appropriate degree shall be given only to persons who already deserve the honor and recognition of Wheaton College as a Christian Liberal Arts Institution. The award should be limited and should be used only for important and significant contributions. We should not cheapen the degree by establishing small criteria. A successful businessman, a

successful minister, or the author of a book (unless of the unusual quality) should not be placed in a position of acclaim. Further, honorary degrees shall be granted only when there is special reason for doing so, and the College should not feel obligated to award the degree at every commencement or on a regular schedule basis.

I. Criteria for Awarding Honorary Degrees:

A. A candidate shall have achieved distinction in a field of honorable endeavor and shall have made a distinct contribution to society on a substantially broad basis and over an extended period of time.

B. The candidate's character and ideals shall reflect concern for the basic principles of a Christian Liberal Arts College.

C. Consideration should be given to the candidate who has achieved eminence and scholarship or rendered distinguished service in his profession. Consideration is given to fields such as: (a) Education; (b) Science; (c) Medicine; (d) Law; (e) Service to the Church; (f) Human welfare; (g) Fine Arts; (h) Industry and Commerce.

D. In order to preserve the high value of honorary degrees, the principles of granting not more than two or three degrees each year, except upon extra-ordinary occasions, are maintained.

II. Procedure for Selecting Candidates:

A. Nominees can be submitted to the President at any time by any member of the Board of Trustees, the Faculty, the Administration, the Alumni and interested friends of Wheaton College. These suggestions must be made in writing and signed by the one nominating the candidate. He must also include supporting data pertinent to the person's eligibility for receiving consideration for the degree. Nominations and supporting data should be in the President's office by December 1.

B. Qualifications of nominees shall be investigated by a committee consisting of three members of the faculty and three members of the Board of Trustees. The faculty members shall be nominated by the nominating committee of the Senate and voted upon by the Senate. The College President shall serve as the seventh member, and shall chair the committee.

C. Candidates selected by the committee shall then be referred to the Senate for consideration. A two-thirds favorable vote shall be required.

D. Candidates approved by the Senate shall then be referred to the Board of Trustees for final consideration and action.

E. No honorary degree will be awarded in absentia.

May, 1973

INSURANCE ON PERSONAL POSSESSIONS

The College carries insurance up to $1,000.00 for any employee on personal property located in college buildings. This is subject to a $25.00 deductible amount for each claim. The insurance coverage does not apply to theft or if other insurance is in effect.

KEYS

Keys for campus buildings are available from the Service Department. Faculty members may obtain a requisition for needed keys from department chairmen. A 25¢ deposit per key is required. Requests for keys to major buildings should be cleared through the office of the Vice President for Academic Affairs.

LOANS FOR FACULTY LEAVE-OF-ABSENCE

Upon request, loans may be made available to faculty members on leave for continued graduate study. The maximum amount available is equal to ten percent of the salary multiplied by the number of years of employment. Normally repayment is to begin upon the return of the faculty member and is to be completed within three years of resumption of employment with interest of 4% from the date of the loan.

LOST AND FOUND

A Lost and Found Department is maintained in the basement of Williston Hall. Department hours are posted, and upon proof of ownership, items may be claimed for a small fee. It is important that articles found be taken directly to Lost and Found, or sent through CPO as soon as possible to facilitate recovery by owner.

MIMEOGRAPH

See *DUPLICATING SERVICE*.

NEW OR EXPERIMENTAL COURSES

To encourage experimental or innovative courses, academic departments may offer up to 15% of departmental offerings in such courses subject to the following guidelines:

a. The Dean of the College must be notified regarding the experimental course a month prior to registration for the course in question.

b. Courses offered on this basis will be alternated with courses currently offered, preferably those of low enrollment.

c. It is assumed that no additional faculty will be engaged during the experimental program because of the courses offered.

d. It is assumed that experimental courses will fall within the annual budget allotment.

e. The Registration Office will supply information regarding the numbering of such courses.

NEWS ITEMS

The College News Bureau should be advised of all newsworthy personal or professional activities or achievements. To safeguard against confusion, all such items should be cleared through the News Bureau and should not be sent directly to off-campus publications.

PARKING ON CAMPUS

Several parking areas are reserved for properly identified faculty and staff cars. Parking around Blanchard Hall is limited to administrative officers, department chairmen, and faculty with special needs who have offices in Blanchard Hall. Cars parked around Blanchard Hall must display the special "B" sticker. (See p. 40 for *CAR REGISTRATION).*

PERSONNEL RECORDS

Personnel records for faculty, students, and alumni are maintained in the following locations:

Student Personnel Office:

1. Records of present students such as admissions folder, reports from counselors, class schedules, etc.
2. Confidential files of disciplinary actions. This file is not available to faculty except by special permission of the Dean or Associate Dean of Students.

Health Center:

Health records of present students.

Placement Bureau:

Placement credentials for all senior students.

Admissions Office:

Records of all prospective students, both inquirers and applicants.

Registration Office:

1. Permanent academic record card for former and present students.

2. Academic information on present students.

Office of the Vice President for Academic Affairs

Current faculty folders.

Central Files:

1. Record folders of former students and former faculty members.

2. Employment records of alumni.

PLACEMENT BUREAU

The Placement Bureau is operated by the College to give placement services to both graduates and undergraduates. Registration in the Bureau is required of seniors.

Placement involves a personal acquaintance with graduates, the keeping of adequate records, the collection of credentials, wide knowledge of employers and getting these employers in touch with suitable employee candidates.

A registration form is available for use in providing data and names of references, who are then contacted for letters of reference. Each senior is asked to name his major professor, a teacher, a dean, an employer, and two people from his home. These letters are kept on file permanently. Faculty members are invited to use them as occasion demands. Credentials are kept ready for use by graduates at all times, prepared in form acceptable to the most exacting employers and in line with high standards of placement bureaus.

To facilitate the work of the Bureau, it is requested that a carbon copy of all letters of recommendation be sent to the Placement Office for their files. Letters submitted become permenent record and thus eliminate repeated writing of recommendations.

POSTERS

See *DUPLICATING SERVICE.*

PUBLICATIONS

Student publications include:

The Wheaton Record	—Weekly newspaper
The Tower	—College annual
Kodon	—literary magazine

Official College publications include:

Bulletin of Wheaton College

President's News Letters

The Christian Scholar's Review -- The College sponsors, along with a number of other Christian colleges, a journal entitled *The Christian Scholar's Review*. The College is represented on the editorial board by one faculty member; all faculty members are encouraged to submit manuscripts to this quarterly for the arts and sciences.

Other pamphlets publiched from time to time (generally available from the Public Relations Office).

The Alumni Association publishes:

The Alumni Magazine (Monthly)

The Alumni Directory (published periodically)

Broadcaster

The *Broadcaster* is the official campus announcement bulletin which is distributed on Tuesdays and Fridays during all sessions. Notices for the *Broadcaster* must be turned in to the Personnel Office by 4:30 p.m. of the day before it is to be issued. Notices must be limited to College matters. Notices originated by students must be approved by the Personnel Office. Notices sent by faculty members should carry their signature. Personal or community announcements will not be carried, not may faculty members use the *Broadcaster* to solicit increased enrollment in specific classes. Faculty and students are responsible for all information appearing in the *Broadcaster*.

QUESTIONNAIRES

Questionnaires submitted to students or faculty members through the Campus Post Office should be held to a minimum. Student questionnaires and questionnaires submitted by faculty members or requiring a faculty response must be approved prior to distribution.

RECORDS AND MAILING DEPARTMENT

The Records and Mailing Department, located in the east basement of Blanchard Hall, maintains a general and classified mailing list of friends of the College. Upon request the department will furnish current addresses of present or former student and faculty members. The department will handle special departmental mailings for instructors.

RECREATIONAL FACILITIES

The facilities of Centennial Gym are available to all faculty men from 12:00 noon to 1:00 p.m. daily. All faculty members may participate in the noon Business and Professional Adult Co-ed Swim at the B. R. Ryall YMCA upon proper identification. Other recreational facilities and services are available through the Physical Education Department.

RECRUITMENT OF TEACHERS

Wheaton encourages all faculty members to be on the alert for well-qualified prospective faculty candidates. Information regarding qualified faculty prospects should be shared with the department chairman or the Vice President for Academic Affairs.

RESPONSIBILITIES OF MEMBERSHIP IN THE ACADEMIC COMMUNITY OF WHEATON COLLEGE

Membership in an academic community is a unique, demanding, and privileged experience. It is important for individual members and the institution as a whole to recognize the reciprocal responsibilities inherent in the life of such a community. If maximum attainment of both personal and institutional objectives is to be realized, there must be clear understanding of them and unity of purpose and effort in striving toward their fulfillment.

As a Christian college, Wheaton is committed to an integration of biblical Christianity with the liberal arts and sciences, an integration relevant to one's personal life, to classroom disciplines, to co-curricular activities and to societal experience in general. Therefore, the purposes of Wheaton College, as stated below, are designed to encompass the total life of those persons who have committed themselves to Christ, to this unique institution, and to scholarly study which explores the liberal arts in an historic Christian perspective.

The purposes of Wheaton College are:

1. To provide a liberal education that introduces the student to the organized fields of learning and presents the Christian theistic view of the world, of man, and of man's culture in the light of biblical and natural revelation.

2. To enable the student to understand truth in his study of Scripture, of nature, and of man; to pursue righteousness in the individual life and in society and to appreciate beauty both in God's creation and in human literature and the arts.

3. To assist the student to understand, respect, and evaluate the thoughts of others and to express his own thoughts clearly and effectively.

4. To provide opportunity for concentration and research in one field of learning and to lay the foundation for graduate and professional training.

5. To help the student understand the meaning of life and his role in society and the church, and to prepare him for the responsible use of his freedom and ability by virtue of his commitment to Jesus Christ as Savior and Lord.

6. To aid the student in developing habits which will contribute to his well-being--physical, psychological, and spiritual--and will enable him to participate constructively in community and church life.

The first goal is to provide a liberal education that introduces one to all organized fields of learning, while stressing a Christian theistic view of the world, of man, and of man's culture, in the belief that the Holy Scriptures are a revelation from God which enables one to understand and evaluate that which is learned of various subjects.

As stated in the second objective, Wheaton believes that God has revealed Himself in nature and in man as well as in the Bible, and that the pursuit of truth and righteousness and beauty are imperative for one who has committed his life to Christ.

The next two objectives relate to the critical interaction which takes place in the classroom and to the adventure of learning in a specialized field of study.

The last two objectives are particularly significant because they relate not only to life here at Wheaton but also to one's responsibilities after leaving college. The College is persuaded that commitment to Jesus Christ as Savior and Lord results in responsible use of freedom in the employment of talents and capabilities which God has given.

It is recognized that not all members of the academic community may agree as to specific means of implementing institutional aims and objectives. For instance, to achieve the first objective the College requires of all the students a basic core of subjects, including Bible and philosophy, literature, foreign language, natural science, art and music, social studies, and physical education. Some may disagree with specific aspects of these general education requirements but nonetheless accept the total core.

Likewise, the College sees fit to ask members of this academic community to observe certain behavioral norms which, although placing limitations on individuals while they are associated with the institution, help to create an atmosphere conducive to the achievement of institutional purposes. While stressing the fact that the essence of Christian faith and conduct is total commitment to Jesus Christ, the College believes that general principles of Christian behavior, such as observance of the moral law of God, are explicitly taught in the Scriptures and provide a standard of behavior for all Christians. The College recognizes that the Scriptures do not provide in every case specific teaching regarding the behavioral norms adopted by Wheaton College; when personally applied, therefore, the particulars of the Christian ethic in these cases must be determined individually between man and God.

The College asks all members of the academic community to commit themselves to these reciprocal responsibilities.

With the guidance and enablement of the Holy Spirit, the College is responsible to:

1. Implement its purposes in such a way as to demonstrate their relevance to prevailing needs and changes in higher education, the Christian church, and society.

2. Exhibit in administrative affairs, classroom instruction, and co-curricular activities, the highest standards of competence, leadership, and encouragement for Christian maturation.

3. Formulate and observe standards of personal and professional conduct consonant with the realization of institutional purposes in a dynamic society.

4. Provide maximum educational opportunities within the framework of the aims and objectives of the College.

5. Constantly improve the total program of the institution so as to achieve its full potential.

6. Continuously maintain and reaffirm its commitment to "Christ and His Kingdom."

May, 1973

With the guidance and enablement of the Holy Spirit, the student is responsible to:

1. Cooperate constructively in the achievement of the aims and objectives of Wheaton College and the responsibilities of citizenship in the community and the nation.

2. Exhibit Christian conduct, based on principles taught in the Scriptures, which will result in the glorification of God, the edification of the Church and his own growth in grace.

3. Observe, while under the jurisdiction of the College, Wheaton College's "Standards of Conduct."

4. Take maximum advantage of the educational opportunities available to him by ordering his life so that he can live in harmony with both the academic and non-academic goals.

5. Make full use of his God-given abilities so as to achieve maximum personal development.

6. Continually evaluate his commitment to Christ and to the purposes of Wheaton College.

Recognizing that God demands of His people the highest standards of conduct and that there are aspects of our contemporary culture which are offensive to the Christian conscience, the College believes that the Scriptures give a certain basic framework within which the individual may fashion between himself and God the particulars of a Christian ethic. Specific biblical principles which the College seeks to establish for itself and to encourage in its students include:

1. The recognition that the Lordship of Christ extends to all of life and involves the observance of the moral law of God, not only as embodied in the Old Testament but also as brought to fruition in the life of Christ and the Spirit-filled life.

2. The responsibility to love God with all our heart, soul, and mind, and our neighbors as ourselves. This will involve an unselfish, motivating love as the basis for all of life's actions, decisions and relationships.

3. The care and concern for our bodies as temples of the Holy Spirit and instruments through which we seek to serve God.

4. The right of personal freedom in certain areas of decision-making and the responsibility of each to respect the standards and decisions of others in these areas.

To implement these principles into the fiber of college life, the College seeks to create an atmosphere which guides the student to a personal acceptance of these principles and to an embracing of the total purpose of the College. The daily worship service, a Christian faculty dedicated to these principles, and a Standard of Conduct are all parts of the College's efforts to establish an atmosphere within which the purposes of the College may be promulgated. Hence, the College expects adherence to the following Standards of Conduct considered appropriate to its purposes: refraining from the possession or use of alcoholic beverages and tobacco, from gambling and the use of traditional playing cards, from social dancing, and from participation in oath-bound secret societies. The College further expects the faculty, staff, and students to exercise Christian discretion and restraint in the choice of entertainment including television, radio, movies, theater, and the various forms of literature.

Students, by virtue of their enrollment, agree to accept the responsibilities of membership in the academic community of Wheaton College, which includes adherence to the specific Standards of Conduct stated in the preceding paragraph. While some may not have personal convictions wholly in accord with these responsibilities and standards, the purpose underlying this statement necessitates the student's honorable adherence to them while under the jurisdiction of the College or withdrawal if he can no longer in integrity conform to them.

SELECTIVE SERVICE

Inquiries relating to the selective service classification of students should be directed to the Registration Office. Inquiries and requests regarding the selective service classification of faculty members should be referred to the Vice President for Academic Affairs.

SERVICE DEPARTMENT

1. Sales

   Faculty members may purchase items such as oil, anti-freeze, water softener salt, plumbing, electrical, paint, and janitorial supplies which are in stock at the supply store. Gasoline may be purchased at the College pumps by all employees whose cars have permits issued by the Business Office.

2. Services

   The Service Department handles the custodial and maintenance services for the College. Minor emergencies should be reported by phone to the Service Office (5113 or 5114). Other requests for maintenance, repair, improvements, etc. should be sent in writing with all pertinent data to the Director of the Physical Plant.

Irregular and after-hours use of campus facilities must be coordinated with the Service Office in order that custodial and campus security forces may be alerted.

SPEAKERS' BUREAU

The College has a Speakers' and Artists' Bureau. A brochure listing participants and areas of interest is available by writing or phoning the College. Faculty members are encouraged to participate in this program. Information is available at the College switchboard in Blanchard Hall.

SPEAKING ENGAGEMENTS

The College News Bureau disseminates information regarding faculty speaking engagements. Such information should be sent to the News Bureau as far in advance as possible, so that appropriate publicity can be distributed. Mimeographed forms are available from the News Bureau for this purpose.

STUDENT EMPLOYMENT

A student employment office is located on the second floor of the MSC (Phone: 5030 or 5031). Students available for house and yard work, babysitting, etc. can be located through the employment service.

STUDENT HANDBOOK

Information on the Student Government, Student Union, and policies and regulations covering student life is available in the Student Handbook, which is published annually. Copies are available in the Registration Office or the Student Personnel Office.

TUTORING OF STUDENTS

Occasional student tutoring will be arranged by the student through the chairman of the academic department involved. Funds for such incidental tutoring are to be drawn from the department's Student Assistance budget. Long-range tutorial projects must be funded by the student himself. College tutorial rates will conform to those established for Student Assistants.

XEROX

See *DUPLICATING SERVICE.*

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